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## UNITED STATES MISSION - BOGOTA

### VACANCY ANNOUNCEMENT

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No. 114

Job Vacancy

December 20, 2006

Note: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission authority must attach copies of required work and/or residency permits to be eligible for consideration.

<b>OPEN TO:</b>	Current Employees of the Mission: NAS, USAID and STATE
<b>POSITION:</b>	Senior Chauffeur (A60050) FSN-4; FP-AA*
<b>OPENING DATE:</b>	Wednesday, December 20, 2006
<b>CLOSING DATE:</b>	Thursday, January 4, 2007
<b>WORK HOURS:</b>	Full time; 48 hours/week
<b>SALARY:</b>	* Not-Ordinarily Resident: FP-AA (Position Grade: FP-AA to be confirmed by Washington) Ordinarily Resident: LCP/FSN-4

The U.S. Embassy in Bogotá is seeking an individual for the position of Senior Chauffeur in the Narcotics Affaires Section (NAS).

#### **BASIC FUNCTION OF POSITION**

The incumbent serves as Chauffeur to the NAS Director and VIP visitors at post with a high threat of terrorism or other acts of violence against officials. Daily coordination with escoltas on routing and directions which pertain to the NAS Director's daily schedule and any changes to this schedule. Reports appropriate preventative and corrective maintenance of armored vehicles and provide minor vehicle maintenance to NAS program vehicles.

## QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Completion of elementary school is required.
- b. Prior Work Experience: Five years as a professional driver, including experience in vehicle maintenance is required.
- c. Language Proficiency: Spanish Level IV (fluent) is required; English is not required.
- e. Knowledge: Complete knowledge of traffic laws in Bogotá and surrounding areas is required.
- f. Skills and abilities: High ability in defense driving techniques is required. **Must possess a valid Colombian driver's license appropriate to drive vehicles (category V). Please attached copy of the driver license.**

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<b>ABIERTO A:</b>	Empleados de la Misión de NAS, USAID y STATE
<b>CARGO:</b>	Conductor
<b>FECHA DE APERTURA:</b>	Miércoles, Diciembre 20 de 2006
<b>FECHA DE CIERRE:</b>	Jueves, Enero 4 de 2007
<b>HORARIO DE TRABAJO:</b>	Tiempo completo; 48 horas por semana
<b>SALARIO:</b>	FP-AA/FSN-4

## FUNCIONES BÁSICAS DEL CARGO:

El candidato presta el servicio de conductor del Director de NAS y visitantes VIP de la Misión con alto riesgo de amenaza terrorista u otros actos de violencia hacia estos oficiales. Realiza coordinación diaria con escoltas sobre rutas y direcciones relacionadas con la agenda diaria del Director de NAS, y cualquier cambio en la misma. Reporta sobre el mantenimiento preventivo y correctivo de vehículos blindados y suministra mantenimiento mínimo a los vehículos de NAS.

## REQUISITOS:

NOTA: Todos los aspirantes deben cumplir con cada uno de los requisitos detallados a continuación y deben tener información suficiente que los respalde.

- a. Educación: Se requiere haber completado los estudios de primaria.
  - b. Experiencia Previa: Se requiere cinco años como conductor profesional, incluyendo experiencia en mantenimiento de vehículos.
  - c. Idiomas: Se requiere nivel IV de español (fluido); no se requiere inglés.
  - e. Conocimientos: Se requiere completo conocimiento de las leyes de tránsito en Bogotá y sus alrededores.
  - f. Habilidades: Se requiere alta capacidad en técnicas de conducción defensiva. Se requiere **licencia de conducción vigente**, apropiada para operar vehículos (categoría 5). **Favor adjuntar copia de la licencia de conducción.**
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LAS SOLICITUDES **NO** SE DEVOLVERAN. LOS CANDIDATOS DEBEN CONSERVAR UNA COPIA EN SU ARCHIVO PARA PODER APLICAR A FUTURAS VACANTES.

LAS SOLICITUDES SE RECIBIRAN EN LA OFICINA DE RECURSOS HUMANOS HASTA EL 4 DE ENERO DE 2007.

## SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Locally Employed Staff (LES) are not eligible to apply for jobs until they complete six months of service.

3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612)  
<http://bogota.usembassy.gov>, or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Colombian Citizens (FSN) must submit a Foreign National Employment application form and may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Vacante".
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

**“US Citizen EFMs and EFMs may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá”.**

## **SUBMIT APPLICATION TO**

American Embassy Bogotá  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.

- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand; faxes will not be considered.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

## DEFINITIONS

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority, and who do not meet the definition of AEFM above.

3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted his/her main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and EFMs of FS, CS, and uniform service members who are eligible for employment under an American USG pay plan, on travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
6. Foreign Service National (FSN): A citizen of the host country.

CLOSING DATE FOR THIS POSITION: THURSDAY, JANUARY 4, 2007

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.